



Official Transcript of Records

Personal Data

Name **TOBIO, ZYRA MAE POLENIO**
Birth Date **23 October 1997**
Birth Place **Tacloban City**
Gender **Female**
Religion **Roman Catholic**
Citizenship **Filipino**
Parent/Guardian **Mrs. Menecia P. Tobio**
Address **Real St., Poblacion Dist. IV, La Paz, Leyte, Philippines**
Entrance Data **F-138/NSO/F-137**



Educational Background

Elementary La Paz Central School 2010
High School Atty. Roque A. Marcos Memorial School 2014

Course : **Bachelor of Science in Hotel and Restaurant Management**
Purpose : **Issued for Employment Purposes**

COLLEGIATE RECORD

School Term & Course No.	Descriptive Title	Final Rating	Re-Exam Units
First Semester S.Y. 2014 - 2015 Leyte Normal University, BSHRM			
COMP_101	Computer Literacy 1	2.0	3.0
ENG_101	Communication Arts	1.9	3.0
HO_101	Introduction to Hotel and Restaurant Management	2.1	3.0
HRM_101	Principles of Food Preparation, Selection and Nutrition	1.6	4.0
MATH_105	Mathematics of Investment	2.0	3.0
MGT_101	Principles of Management with Total Quality Management	2.3	3.0
NSTP_101	National Service Training Program 1	1.9	3.0
PE_101	Fitness and Gymnastics	1.6	2.0
SCI_118	Environmental Science	2.2	3.0
Second Semester S.Y. 2014 - 2015			
COMP_105	Information Technology for the Travel and Hotel Industry	1.4	3.0
ENG_139	English for Tourism, Hotel and Restaurant Management	1.7	3.0
HRM_102	Personality Development and Social Graces	1.8	3.0
HRM_103	Bakery Science and Management	1.5	4.0
HUM_103	Art Appreciation	1.6	3.0
NSTP_102	National Service Training Program 2	1.6	3.0

UNDERGRADUATE GRADES TRANSMUTATION TABLE: THE FINAL RATING IS CUMULATIVE

1.0(100-95) Excellent; 1.1-1.5(94-90) Very Good; 1.6-2.5(89-80) Good; 2.6-3.0(79-75) Fair; 4.0(74-70) Conditioned;
5.0(69 and below) Failure: student must repeat; WDR - Withdrawn Subject; DR - Dropped; INC - Incomplete;
CREDITS:
One unit of credit is one hour of lecture or three hours of laboratory.

GRADUATE Grading System Transcript Guide

1.0 - Superior	1.7
1.1	1.8
1.2 - Very Good	1.9 - Satisfactory
1.3	2.0
1.5	3.0 - Poor but Passing
1.6 - Good	5.0 - Failed

Other Symbols

T - Term Work Incomplete
P - Passed
HP - High Passed
SP - Satisfactory Progress
UP - Unsatisfactory Progress
SC - Satisfactory Completion
INC - Incomplete
DR - Dropped

Certified Correct:

GAY A. PINOTE, DPA
Registrar III
23 January 2024

Prepared by: **IRENE Y. VIRTUDAZO**
Admin. Aide VI

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PE_102	Rhythm and Dance	2.0		2.0
SCI_125	Principles of Safety, Hygiene and Sanitation with Household Chemistry	2.2		3.0
TOURED_101	Principles of Tourism I	2.4		3.0
First Semester S.Y. 2015 - 2016				
F-LANG_105	Nihongo/Korean	2.0		3.0
FIL_101	Komunikasyon sa Akademikong Filipino (Komakfil)	1.7		3.0
HRM_104	Food and Beverage Service and Management	2.0		4.0
MATH_113	Elementary Statistics	2.9		3.0
PE_103	Games and Sports	1.5		2.0
SOCSCI_101	General Psychology	2.2		3.0
TM_101	Tourism Planning, Development and Sustainability	INC	2.0	3.0
TM_108	Culinary Arts I	1.5		4.0
Second Semester S.Y. 2015 - 2016				
ACCTG_102	Basic Accounting	2.4		3.0
ENG_111	Business Correspondence	1.4		3.0
F-LANG_106	Nihongo/Chinese	1.4		3.0
FIL_103	Masining na Pagpapahayag (Retorika)	1.8		3.0
HRM_106	Bar Service and Management	1.9		4.0
HRM_107	Human Resources Management in the Hospitality Industry	2.2		3.0
PE_104	Health and Recreation	1.1		2.0
TM_109	Culinary Arts II	1.8		4.0
TOURED_102	Principles of Tourism II with Ecotourism	2.6		3.0
First Semester S.Y. 2016 - 2017				
ENTREP_101	Entrepreneurship and Project Feasibility Study	1.8		3.0
FINANCE_101	Basic Finance	1.8		3.0
HRM_108	Front Office Service and Management	2.2		4.0
HRM_114	Convention and Event Management	1.6		4.0
MKTG_101	Principles of Marketing	1.5		3.0
SOCPHILO_114	Logic, Ethics and Philosophy of Man	1.6		3.0
SOCSCI_104	Basic Economics (with Taxation, Agrarian Reform & Cooperatives)	2.0		3.0

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Second Semester S.Y. 2016 - 2017			
ENG_141	World Literature (with Selected Philippine Literature)	1.8	3.0
HRM_110	Housekeeping Service and Management	1.7	4.0
HRM_111	Facilities Design, Planning and Management	1.6	3.0
HRM_112	Hotel Cost Control Analysis	2.3	3.0
HRM_113	Banquet, Function and Catering Services	1.7	4.0
SOCSCI_103	Politics and Governance with Philippine Constitution and Human Rights	2.6	3.0
SOCSCI_105	Life and Works of Rizal	2.7	3.0
SOCSTUD_116	Socio-Cultural Anthropology	1.7	3.0
First Semester S.Y. 2017 - 2018			
PRACTICUM_106	Hotel Management Practicum (In-Campus) 250 hrs.	1.5	3.0
PRACTICUM_107	Restaurant Management Practicum (In-Campus) 250 hrs.	1.6	3.0
Second Semester S.Y. 2017 - 2018			
PRACTICUM_108	Hotel Management OJT (Off-Campus) 300 hrs.	1.6	3.0
PRACTICUM_109	Restaurant Management OJT (Off-Campus) 300 hrs.	1.5	3.0
GRADUATED: with the DEGREE of Bachelor of Science in Hotel and Restaurant Management on March 24, 2018 as per Board Resolution No. 1036, s. 2018.			

----- End of Student's Records -----

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REMARKS: NOT VALID AS TRANSFER CREDENTIAL

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